

## **CITY OF BURBANK**

### **ADMINISTRATIVE ANALYST II**

#### **DEFINITION**

Under direction, to perform or coordinate a variety of routine and complex administrative, operational, research, financial, and analytical tasks and projects; and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Conducts research and analysis; prepares written reports; assists with the preparation of and may give presentations to a variety of audiences, including but not limited to the City Council; assists with the implementation, evaluation and development of proposed and existing policies, procedures, and practices, including routine personnel policy; prepares budgets or coordinates budget preparation, monitors expenditures, and may assist with development, implementation and monitoring of performance measurements; reviews and analyzes legislation and writes legislative correspondence; responds to departmental and citizen inquiries; may assist with or develop, implement, and monitor contracts; may assist with or prepare applications for and monitor grants; may conduct community outreach or coordinate community programs; may serve as staff to elected officials.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of – Principles and practices of Public Administration, governmental budgeting, and fiscal management; research methods and analytic techniques; applicable local, state, and federal laws and legislation and the legislative process; principles and practices of public speaking; English usage, spelling, grammar, and punctuation; modern office procedures, methods, and equipment including but not limited to computer equipment and supporting software.
- Ability to – Conduct research, analyze data, and problem solve; prepare budgets or coordinate budget preparation and analyze complex financial and budgetary statements and reports; effectively coordinate projects; prepare written reports and give effective verbal presentations; communicate effectively both verbally and in writing using professional writing techniques; establish and maintain effective working relationships with supervisors, fellow employees, the public, and outside agencies; work independently and exercise appropriate judgment; maintain confidentiality as may be required.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college with a Bachelor's degree in public administration, business administration, or a work related field, and one year of experience in administrative, budget, or personnel analysis. NOTE: Completion of requirements for a master's degree in public administration or work related field may be substituted for six months of the required experience.

#### **SUPPLEMENTAL INFORMATION**

A valid California Class "C" driver's license or equivalent may be required at time of appointment.